



Full Governing Board Meeting of the Hive Federation
22nd May 2023 at 6pm
Venue – St Williams Primary School

PRESENT:	Clare Perkins (CP) (Vice Chair)	Sarah Shirras (SS) (Executive Head teacher)
	Hilary Anderson (HA) (Chair)	Gemma King (GK) (Governance Professional)
	Bronwyn Coleman (BCN)	Mark Bloomfield (MB)
	Lisa Taylor (LT)	Sophie Mitchell (SM)
	Gerlinde Diehl (GD)	Roxanne Rouse (RR)
	Kim Chambers (KC)	Vicky Buxton (VB)
	Julie Cornish (JCN)	

Key: *Green text = Governor challenge/support; Blue text = School response to challenge.*
Red text – Governor decision/recommendation

1. Welcome and apologies

HA welcomed Governors to the meeting.

Apologies were received from Jackie Cole and Ben Clemmett which were accepted by Governors.

CP will be late.

2. Declaration of business interests/conflicts of interest

None

3. Minutes of last meeting (24th of April 2023) and matters arising

All Governors present approved the minutes of the last meeting dated 24th of April 2023. **Action point - HA to sign the minutes of this meeting.**

Action log

Complete - Sign off the previous minutes

Complete - HA to e-mail Chair's report to accompany minutes

Complete - Share behaviour policy to be approved

Complete - Share the skills audit results with the board

Complete - Share the link to the NCC Cyber Security training

4. SOAP and Executive Head update

MB advised that the SOAP has been updated it to reflect previous comments around authorised and non authorised absences.

It was noted that there have been no exclusions to date in the summer term. HA asked if the terminology could be changed to show exclusions / suspensions. For example, where it says fixed term exclusion, change it to suspension.

It was noted that it has only been 20 school days since the last meeting, so not lots of change.

SS advised that there have been strike days in both schools. There were significant numbers of members across the federation, therefore both schools needed to close. There has been little pushback from parents around this.

It was noted that there is lots in the news about strikes and possible pay increases for both teachers and TA's. School leaders are not striking currently, and it was noted that it would get more complicated if school leaders decided to strike in the future.

SS advised that during the W/C 8th of May SAT's took place in both schools. The atmosphere was good and was dealt with very well. Staff had been trained to ensure the process was effective and there were no visits from external people.

SS advised that both schools have had year 3 residentials, which were both successful. There has been a morning session with James Heel (coach and leadership trainer) and another session is booked in for June.

SS highlighted that the Ofsted report has been received and no comments have been received from the community.

A complaint has been received which was passed to the Chair of Governors. HA has dealt with it, and they don't expect there to be any further action required. It was noted that following the complaint received, JCN will look to change the Brundall complaints policy to be more in line with the DfE policy.

SS advised that there is no sense of any resignations coming in this term, other than those that have already been received.

5. Finance

RAG rating

Brundall - MB advised that Brundall has been rated as Red.

There is a deficit in 25/26. The school was a school of concern, however that is now not the case. Some reports were not submitted on time; however, these will run out over the course of the year. The report also stated that Governors had not completed training, however as this was not the case, MB has gone back on that point.

St Williams - MB advised that St Williams has been rated Amber.

This is because there is a deficit in year 3 and the school had a loan.

Governor training was also raised, however as above MB has gone back on this point.

6. Policies

Alternative provision policy - SS advised that this is an LA template.

It was agreed that alternative provision will be a standing agenda item, once a term.

Behaviour policy – Brundall

HA commented that on page 2, there is a section around building relationships with children. HA asked that this is changed to their 'own' behaviour.

On page 3 it states that senior leads will 'regularly review', which infers that there will be flexibility, HA suggested putting something in to make it more explicit.

On page 4 it talks about rewards at Brundall Primary, and HA asked about those

children who don't win a prize. JCN advised that the atmosphere around it is good, the children get excited. It works well.

HA commented about the section around, when praise is not enough, good behaviour needs to be taught. HA asked how is it taught? Is it implicit, explicit? Do children understand why they have to behave in a certain way. HA added, is there an understanding among adults that most behaviours are learnt, why do we need it, how do we do it and what is the impact. JCN advised that she would have to check with staff. It has to be modelled rather than taught. SS added that it has been done at staff meetings around behaviours and being explicit. For example, how to line up, how to move around school. Social stories will be used where needed.

On page 4 (step 2) the reminder of expectations, HA suggested adding where possible, what the children themselves. For example, 'I need to listen,' 'I need to walk.' A little something to build intrinsic responsibility.

HA highlighted step 4 (reset time) 'do you think this is a fair consequence' and noted to beware of the closed question. JCN suggested changing to, do parents feel it is a fair resolution.

HA talked about attaching a script to ensure consistency. JCN advised that there is a one-page behaviour policy, and she can add a script to it. HA commented that scripts may help imbed it.

A conversation was had around reasonable force and as there is no legal definition, putting something more in around this, possibly 'has to be reasonable, proportionate and necessary.'

RR advised that she has attended the behaviour training. It talked about having clear values, attitudes, and beliefs, which this policy has. Targeted interventions were discussed, which is also in the policy. RR suggested putting something in around cyber bullying and making it clear that the same standards of behaviour are expected both online and offline. JCN commented about if it takes place outside of school. RR advised that on the course, it was stated that the school would be expected to try to tackle it. JCN added that it is dealt with in assemblies around being safe online.

CP commented that positive relationships with the families will help. It is the family's responsibility to alert the school if something has happened outside of school. JCN commented that she will look at what other schools do and can look to include a section around what is done in assemblies, acknowledging that something is done, but not be explicit about it.

HA raised changing the terminology of 'fixed term exclusion' to 'suspension.'

HA suggested including a paragraph around, 'we will allow a reasonable adjustment of this policy if it is deemed necessary to do so.'

Child on child abuse was discussed and it was noted that it is covered in the Safeguarding policy. It was suggested including one line to show that it links in with another policy.

CP asked if there is a home school agreement. JCN advised that there is. CP suggested refreshing it every year to remind people what they have signed up to. It could possibly be done at the start of the academic year.

All Governors present agreed to the policies, subject to the comments made.

7. Chairs report

HA talked through her report and a copy will be shared to GovernorHub.

8. Governor catch-up

It was noted that the skills audit has been completed. The only thing that it shows is lacking, is general experience in HR policy. It was noted that BCT does have 17 years' experience in HR.

Training

RR advised that she has been on behaviour and exclusions training, wellbeing and workload and parent social media (run by the mental health team).

HA advised that she has signed up for a VNET session on English.

Link Visits

HA advised that she has been in for finance meetings.

9. Summer Transitions

SS advised that Nursery have had a few days of transition.

At St Williams, there is a week in which everyone goes to their new class. This also frees reception up to have their stay and play sessions. In year 6, they will spend two days at Thorpe (High School).

Nearly all year 6 St Williams pupils are going to Thorpe. A small number are going to other settings. At Brundall, lots more are going to Acle. There are less going to Thorpe.

Brundall are having two days for transition this year.

The reception team want to do home visits, so they may start a week later. Not having a Nursery makes it more needed than St Williams. It was suggested that on transition days, they may get the children to create a class song, to have a sense of community for their class. It will be a Thursday or Friday.

10. Safeguarding

None

11. SRB update

SS advised that they had been talking about suggested types of SRB, and it was noted that SEMH is more needed.

Paul Bradford and Stuart Brunton-Douglas visited the site together, they looked at options, spaces and talked about cultures and visions.

There will be extensive training packages and have gone down an 'ELSA' route. SS asked why it was not Thrive and Paul advised that there would be no conflict, however it is cheaper, and could mean everyone across the Hive gets the training.

SS added that they talked about SEMH for KS1 and KS2 and having 8 places for each. They are keen to have them growing together. It would be a standalone unit.

SS has visited Mundsley, which is a single-story building with its own outdoor space. SS highlighted that it would not go on the forest school site. They talked about possible areas on the site which would be suitable. It was highlighted that it would not be detrimental to anybody.

SS advised that the next step is a site visit on the 7th of June by NPS.

Governors need to formally give their agreement to an SEMH SRB to proceed if the NPS visit is positive.

It was noted that there would need to be a school organisation consultation, so the public can all respond. This would likely go out in mid-June.

SS advised that although the SRB would be separate to the main school, she is keen for there to be networking between them. SS wants people to be a part of the school team.

SS shared the SLA with Governors.

The positives are great and there is a large site which can be used.

The risks have been minimalised, particularly by not going in the first wave.

BCL asked if more children from St Williams will get a place at the SRB. SS advised that it will mean there is more provision available. SS highlighted that if St Williams children are in it, it will be a tricky contribution calculation.

HA proposed to go ahead with the proposed SEMH SRB all Governors present voted unanimously in favour.

BCL and KC left the meeting

12. CONFIDENTIAL ITEM

A confidential item was discussed, and separate minutes were produced.

13. AOB

None

Meeting ended at 19.50.